

TITLE: FINGERPRINTS

Policy: The Office of the Chief Medical Examiner (OCME) is responsible for the positive identification of all decedents whose deaths are investigated pursuant to DC Code § 5-1403 and 1409.

Purpose: To ensure efficient and timely identification of decedents under the jurisdiction of OCME.

Scope: The following procedure is to assist the ID Unit and any OCME staff member involved in the identifications of a decedent.

1. Fingerprints

1.1. ID Unit staff retrieves fingerprint cards from the Documentation Room and places them in the case chart.

1.1.1. The Transfer of Custody form is completed by the ID Unit staff at the time finger prints are retrieved.

1.2. Fingerprints are submitted to the FBI and Department of Homeland Security.

1.2.1. For the FBI:

1.2.1.1. Scan prints at 600 DPI in PDF format;

1.2.1.2. Complete the FBI submission form;

1.2.1.3. Email the submission form and fingerprints to spc@fbi.gov.

1.2.2. For Department of Homeland Security:

1.2.2.1. Scan prints at 600 DPI in jpeg format;

1.2.2.2. Complete the DHS submission form;

1.2.2.3. Email the submission form and fingerprints to afis@dhs.gov.

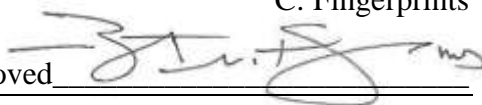
1.2.3. A comment is made in the Comment box of the Identification page in FACTS and includes the following:

1.2.3.1. Staff's initials;

1.2.3.2. Date and time the fingerprints were submitted;

1.2.3.3. Agency the fingerprints were submitted;

Approved



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- 1.3. When the fingerprint submission results in a positive identification, the family is notified and the following information is entered into the Identification page in FACTS.
 - 1.3.1. Method – (ID by Fingerprints);
 - 1.3.2. By Whom – (FBI or DHS)
 - 1.3.3. Date & Time – (MM/DD/YYYY 00:00);
 - 1.3.4. NOK Form Signed? – (Not Applicable); and
 - 1.3.5. Grief Counseling Provided? – (No).
 - 1.3.6. Comment section:
 - 1.3.6.1. Staff's initials;
 - 1.3.6.2. Date and time of the family notification;
 - 1.3.6.3. To whom the ID Unit staff spoke.

 - 1.4. When the fingerprint submission results in a negative hit, an email notification is sent to all Investigators.
 - 1.4.1. ID Unit staff makes a comment in the Identification page of FACTS and includes:
 - 1.4.1.1. Staff's initials;
 - 1.4.1.2. Date and time the finger print result was received;
 - 1.4.1.3. A note that the fingerprint search was negative and the agency that conducted the search (FBI or DHS).

 - 1.5. When OCME staff believes the decedent has an arrest record with MPD, but the FBI search resulted in a negative hit, a hard copy of the prints is released to MPD.
 - 1.5.1. Investigations sends an email to Mortuary requesting a second set of fingerprints.
 - 1.5.2. Mortuary transfers custody of the fingerprints to Investigations.
 - 1.5.3. Investigations notified MPD that a set of prints is ready for pick up.
 - 1.5.4. Investigations transfers the prints to MPD and MPD completes a transfer of custody form.
 - 1.5.4.1. The completed form is placed in the case chart.